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ABSTRACT

Supporting performance objectives 42 and 53 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on depositing checks, currency, and coins are included in this packet. (The packet is the eighth in a set of nine on performing computational clerical activities--CE 016 951-959.) The student materials include information on preparing a deposit ticket and depositing money in a bank; a student activity; a check-out activity; a sample deposit ticket blank; and simulated checks, currency, and coins. The instructor's manual includes instructions for materials duplication and a key for the check-out activity. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the nine packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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DEPOSITING CHECKS, CURRENCY,
AND COINS

STUDENT'S MANUAL

Prepared by

Jean Hamer

These materials support
Performance Objective 42 and 53 of the
V-TECS Secretarial Catalog

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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EDUCATION

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DEPOSITING CHECKS, CURRENCY, AND COINS

INTRODUCTION

Some companies make deposits every day, however, many companies which are smaller do not make them so often. Every deposit must be made on a deposit slip or ticket. This shows the name, date, amount and account number. Most banks furnish depositors with these slips or tickets and the amounts are written in by the depositor. The deposit slip contains sections for bills, coins, and checks. After counting the bills, the total is listed on the deposit ticket. Coins are counted and the total is listed. Usually each check is listed separately. Show either the bank number or name on which the check is drawn to the left of the amount column of the deposit ticket. The bank number is the top figure in the upper right hand corner of the check. Individuals' checkbooks contain a number of deposit slips which, like their checks, have the name and account number printed on them.

After preparing the deposit ticket, the money and the slip are given to a teller at the bank. The teller in turn gives the depositor a receipt. The receipt may be a duplicate of the deposit slip, a small receipt showing the amount and date of the deposit, or the amount and date may be entered in a passbook. Most banks also have a night depository and drive-in teller windows for the convenience of their customers.

DIRECTIONS

If you are not sure you understand the items discussed in the introduction, study Student Activity I.

or,

After reading the objectives listed below, proceed with Check Out Activity I.

OBJECTIVES

Given a bank deposit slip, five checks, currency and coins, prepare a deposit slip and items for deposit. To be acceptable, the total should be 100% accurate.

Separate the checks, endorse them. Count the currency and coins. Enter the amounts on the deposit slip; total the deposit slip.

STUDENT ACTIVITY I

EXPLANATION

H. DEPOSITING CHECKS, CURRENCY, AND COINS

Jean Summer has \$15 in bills or currency, \$4.03 in change and a \$25 check to deposit; her deposit slip is illustrated below:

No. <u>243</u>	THIRD NATIONAL BANK CLIO, SC 29525	2-873 67
		<u>January 5</u> 19 <u>7-</u>
Pay to the Order of	<u>Jean Summer</u>	\$ <u>25.00</u>
<u>Twenty-five & 10/100</u>		Dollars
:1132"873 325"12345		<u>A. R. Stodd</u>

THIRD NATIONAL BANK		
Deposited by		
<u>Jean Summer</u>		
<u>414 Bruce Street</u>		
<u>Clio, SC 29525</u>		
<u>January 10</u> 19 <u>7-</u>		
<u>Account No.</u>		
	Dollars	Cents
Bills	15	00
Coins	4	03
Checks 2-873	25	00
Total	44	03

CHECK OUT ACTIVITY I

Assume that you have a checking account with the Third National Bank. Your account is No. 30-031-9. Use the current date, your name, address, and account number to complete the top section of the deposit slip.

Count the bills, coins, and checks separately. Separate checks and endorse them using the restrictive endorsement, "For Deposit Only" with your name.

Enter the amount of bills, coins, and list the individual checks with the bank identification number on the deposit slip. Total the slip.

Ask your instructor to evaluate your performance when you have completed the deposit.

THIRD NATIONAL BANK			
Deposited by			
19			
Account No.			
		Dollars	Cents
Bills			
Coins			
Checks			
TOTAL			

THIRD NATIONAL BANK		2-873
CLIO, SC 29525		67
No. <u>265</u>	<u>January 17</u> 19 --	
Pay to the Order of <u>Student</u>	\$ <u>9.54</u>	
<u>Nine and $\frac{54}{100}$</u>		Dollars
:1132"873: 325"12345		<u>Peggy A. Bohler</u>

THIRD NATIONAL BANK		2-873
CLIO, SC 29525		67
No. <u>279</u>	<u>January 28</u> 19 --	
Pay to the Order of <u>Student</u>	\$ <u>5.82</u>	
<u>Five and $\frac{82}{100}$</u>		Dollars
:1132"873: 325"12345		<u>Peggy A. Bohler</u>

THIRD NATIONAL BANK		2-873
CLIO, SC 29525		67
No. <u>271</u>	<u>January 23</u> 19 --	
Pay to the Order of <u>Student</u>	\$ <u>12.02</u>	
<u>Twelve and $\frac{02}{100}$</u>		Dollars
:1132"873: 325"12345		<u>Peggy A. Bohler</u>

THIRD NATIONAL BANK		2-873
CLIO, SC 29525		67
No. <u>282</u>	<u>January 31</u> 19 --	
Pay to the Order of <u>Student</u>	\$ <u>15.22</u>	
<u>Fifteen and $\frac{22}{100}$</u>		Dollars
:1132"873: 325"12345		<u>Peggy A. Bohler</u>

THIRD NATIONAL BANK		2-873
CLIO, SC 29525		67
No. <u>263</u>	<u>January 7</u> 19 --	
Pay to the Order of <u>Student</u>	\$ <u>21.39</u>	
<u>Twenty-one and $\frac{39}{100}$</u>		Dollars
:1132"873: 325"12345		<u>Peggy A. Bohler</u>





**DEPOSITING CHECKS, CURRENCY
AND COINS**

INSTRUCTOR'S MANUAL

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INSTRUCTOR'S MANUAL
DEPOSITING CHECKS, CURRENCY, AND COINS

Review this module completely before beginning instruction. Then, duplicate the perishables listed below.

Perishables

1. Check Out Activity I – Depositing Checks, Currency, and Coins
Five checks and one deposit slip

A key is included for you to use when evaluating your students' performance.

KEY
CHECK OUT ACTIVITY I

THIRD NATIONAL BANK			
Deposited by			
Student's Name			
Address			
Current Date		19	
Account No. 30-031-9			
		Dollars	Cents
Bills		20	00
Coins		4	75
Checks 2-873		21	39
"		9	54
"		12	02
"		5	82
"		15	22
TOTAL		88	74